

## THE TULALIP TRIBES

### On-call Outreach Worker

**NOTE:** Sections in box are minimum requirements that all applicants must have to be considered for this position. These requirements must be stated on your application form in order to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

**EDUCATION:** (attach all required education documents, i.e. diploma, GED, degrees, certificates, etc)

☐ High School Diploma or GED

**SKILLS:**

- ☐ Must be able to work independently with minimal supervision
- ☐ Must be able to deal efficiently in stressful situations
- ☐ Must have excellent communication skills both verbal and written
- ☐ Must adhere to strict confidentiality of information seen and heard.
- ☐ Ability to work in a culturally diverse environment

**OTHER REQUIREMENTS:**

- ☐ Must have a valid Washington State driver's license and current insurance (attach copies)
- ☐ Must have a current DMV Abstract (attach copy)
- ☐ Must pass a background check
- ☐ Must have had no vehicle accidents or tickets within 1 year of being placed (attach abstract)
- ☐ Must have knowledge of the Tulalip Tribes and surrounding reservation area
- ☐ Must have the tolerance and patience to deal with upset, angry, intoxicated, and/or frustrated clients
- ☐ Must be able to work any shift assigned to include evenings, weekends, and/or holidays as needed or requested
- ☐ Must have a successful employment history with the Tulalip Tribes and/or other current and past employers

**Physical Characteristics and/or Prerequisites:**

- ☐ Manual and finger dexterity for the operation of a personal computer and routine paperwork
- ☐ Stamina to sit, stand, and/or walk for prolonged periods of time
- ☐ Tolerance to be exposed to a computer screen for prolonged periods of time
- ☐ Mobility to bend, stoop, and/or climb stairs
- ☐ Ability to lift objects weighing up to 40 lbs
- ☐ Tolerance to work in adverse weather condition

**Tribal Department:** beda?chelh

**Employee Reports To:** Outreach supervisor or designee

**Job Summary:** Pick up and deliver clients to appointments

**Specific Duties Performed:**

1. Maintain confidentiality of all records, materials, and communications, concerning the identity of clients
2. Transport patients to and from individual and group appointments.
3. Perform outreach checks on patients as deemed by clinical supervisor.
4. Treat all patients and their families with dignity and respect.
5. May be required to deal with traumatic situations involving clients
6. Reports any information to appropriate authorities if disclosed by client during transport service
7. Required to report in writing any concerns or observations involving clients to managers, case managers, and/or therapists.
8. Performs other job related duties as deemed necessary or requested.

**Rate of Pay:** \$13.35

**Employee Classification:** Non-Exempt

**Term of Employment:** This is an on-call position, which will be filled when needed.

An on-call employee is temporarily employed on an hourly basis; whose name is kept on a list of on-call employees; who may be called in as needed to fill vacancies due to call ins, employees on leave, temporary work, or other reasons; who is not guaranteed a minimum number of work hours in any given work week; who upon accepting employment must comply with all provisions of this Ordinance; who is entitled to employee benefits only if the job description for the particular on-call position into which the employees is hired specifically provides for employee benefits for on-call employees; who is qualified for the on-call position in which the employee is employed; and who shall not have a right to the grievance process under this Ordinance. An on-call employee may be dismissed for justified cause or released when on-call work is no longer needed.

**Please return your completed application with required attachments to the Tulalip Tribes Employment Office, located at 6103 31<sup>st</sup> Avenue N.E. Tulalip, WA 98271. Tulalip Employment hours Monday-Friday, 8:00 a.m. to 4:30 p.m. (360) 651-3686**

